

Downtown Muskegon Business Improvement District

Meeting Agenda

July 25, 2017

380 Western Ave., Suite 202 Muskegon, MI at 4 PM

- 1) Call to Order
- 2) Consent Agenda
 - a) Approval of Agenda
 - b) Approval of Minutes from the meeting May 23, 2017
 - c) Acceptance of financial statements as of June 30, 2017
- 3) Public Comment (on an agenda item)
- 4) Unfinished Business
 - a) Revote on the recommendation to the Muskegon City Commission on 2018-2020 BID renewal to allow all members to go on the record on the request
- 5) New Business
 - a) Six-month update of the 2017 BID budget
 - b) Review of the city DPW landscaping activity and consideration of payments beyond the contracted \$13,000.
 - c) Review options with city DPW on snow removal 2018 and beyond.
 - d) Discussion of downtown convention center proposal and potential position statement
- 6) Other Business
 - a) Discussion of Holiday in the City and the future of Western Market
 - b) Update on downtown summer events
 - c) Update on current downtown development activity
 - d) Next meeting is Tuesday Sept. 26, 2017 4 p.m. chamber training room, 380 W. Western Ave. Suite 202, Muskegon, MI or at the call of the chair.
- 7) Adjournment

To: BID board members

From: Dave Alexander, DMN executive director

Re: Background and comments on July 25 BID agenda

Date: July 24, 2017



It is important for the BID board to be on record with a recommendation to the Muskegon City Commission on a BID renewal. Mike Hennessy, Frank Peterson, Bruce Lindstrom and Phyllis Watson-Laudermill have not yet voted on the BID renewal as they were not at the May 23 special BID board meeting. Under old business, I would like to take another vote to see if we can between the two meetings get a 100 percent record of the board's position on the recommendation to commission.

BID renewal: In your packet you'll find two memos outlining the BID recommendation and suggested annual budget for 2018-2020. Also included is the new proposed district map. City planning department officials and I have delayed the process of BID renewal by one month so that we can be assured of the most accurate BID special assessment rolls possible. I have included an update of the BID renewal process timeline as the two public hearings before the city commission would now be Sept. 26 and Oct. 24.

BID budget update: I feel the BID account is in good shape as of July 1 the BID had \$106,240 in its account but made a \$5,000 expenditure to the city in early July to support the construction of Western Market. Expenditures include by July 1 the \$13,000 for DPW landscaping and initial payment of \$7,854 to Barry's for the planters. Revenues now include an additional \$27,459 since our last meeting in special assessments, a payment from the county for delinquent taxes owed the BID (2016 and 2017). Some of that needs to remain in fund balance to

cover any tax reverted properties not picked up a tax sale and not having outstanding tax bills paid by a new property owner. In those cases, the BID might have to reimburse those assessments paid by the county delinquent property tax bond payment. I have provided a chart of estimated spending in each category by the end of 2017. The total surplus from the five expenditure categories is \$16,853, on top of a \$20,000-plus estimated fund balance going forward.

DPW landscaping: In my opinion, downtown has never looked so good. Even after Lakeshore Art Festival and Rebel Road, landscaping and planters look top notch. City crews are downtown nearly daily keep it all looking good and Barry's is doing just as well with the planters. Our payment of \$13,000 for the season basically covered city expenses through early July, I am told. I think with our fund balance situation the BID board should consider an additional payment. DPW director Mohammed Al-Shatel, hopefully, will be at the meeting to discuss it.

Snow removal: If the BID is renewed for 2018, I would like some direction on how to proceed with snow removal for the upcoming winter. Hopefully Mo will be able to join our discussion. I need to know what I should do, if anything, before commission approval of the BID for 2018.

Convention Center: Chairman Doug Pollock and Frank Peterson can provide a quick overview of the proposed convention center project for downtown Muskegon. I want to know if the BID board would consider some sort of resolution of support.

Other business: I will have an update on Holiday in the City, Western Market for Christmas, summer events and downtown development.

Downtown Muskegon Business Improvement District

Meeting Minutes

May 23, 2017

380 Western Ave., Suite 202 Muskegon, MI at 4 PM

1) Call to Order: 4:05 PM

Attendance:

Doug Pollock (Chairman), Gary Post (VC), John Riegler, Bob Tarrant and Clyde Whitehouse.

Excused Absent(s): Mike Hennessy, Frank Peterson, Bruce Lindstrom and Phyllis Watson-Laudermill

Guests: Dave Alexander, Downtown Muskegon Now director; Megan Jones, DMN events and promotion; Muskegon City Commissioner Ken Johnson and Dennis Lohman, Northwest Industrial Supply.

2) Consent Agenda

- a) Approval of Agenda, minutes from special meeting of April 25, and acceptance of the financial statements as of April 30, 2017,

Motion: Gary Post

Support: Bob Tarrant

Vote: All voted in favor

- 3) Public Comment (on an agenda item) – None. The board chose to leave the floor open for the whole meeting allowing attendees to participate as they like.

4) Unfinished Business

- a) A final vote on a recommendation to the Muskegon City Commission on a renewal of the Business Improvement District: The BID is a needed funding base for the common maintenance and promotion of Downtown Muskegon.

The points of the recommendation include: a three-year renewal 2018-2020, BID district boundaries slightly increased east and south as per attached map, the word "automotive" removed from Category B in the BID Bylaws (accomplished with a vote April 25, 2017), Category A lands assessed at \$0.08 per square foot and capped at \$4,000 and B lands \$0.04 per square foot and capped at \$2,000 and assessments being paid as part of the winter property tax bills.

City Commissioner Ken Johnson had reservations on the rates for Category B as it relates to direct benefits for those properties. He suggested a division of categories based upon direct snow removal or no direct snow removal. He also suggested a 3-to-1 assessment ratio A-B might be better than 2-to-1 ratio as recommended.

It was asked about residential, educational, non-profits and government properties being included. Dave Alexander reported from an email message from City Attorney John Schrier that BID enabling law does not allow for assessing those types of properties.

Bob Tarrant said that he has never been comfortable with 2 cents and 8 cents with the B properties being too low. He said assigning benefit is difficult. John Riegler said that his opposition to the BID when first proposed has reversed as he sees the BID as good for downtown and the overall city. Gary Post said the BID is doing what it does to attract everyone to downtown. Doug Pollock said the BID does well for the Holiday Inn Muskegon Harbor. Commissioner Johnson said the BID needs to have a more equitable distribution of services going forward

Motion: Gary Post

Support: John Riegler

Vote: Post, Riegler Tarrant and Pollock voted "yes"; Whitehouse abstained.

Passed 4-0-1.

5) New Business

- a) An annual BID budget based upon approximately \$170,000 was considered for 2018-2020. With potentially additional funds from the past two BID budget years of 2016 and 2017, the board discussed expanding the landscaping services to include areas off of Western Avenue and Third Street. The priorities would be Clay Avenue, Terrace Street and Pine Street. The goal is to get district to look better further out from Western and Third. Members suggested a budget with \$75,000 for snow removal, \$30,000 for landscaping, \$24,000 for marketing and events, \$13,000 for streetscape, \$25,000 for administration and the remainder in contingency.

Motion: Gary Post

Support: John Riegler

Vote: All voted in favor

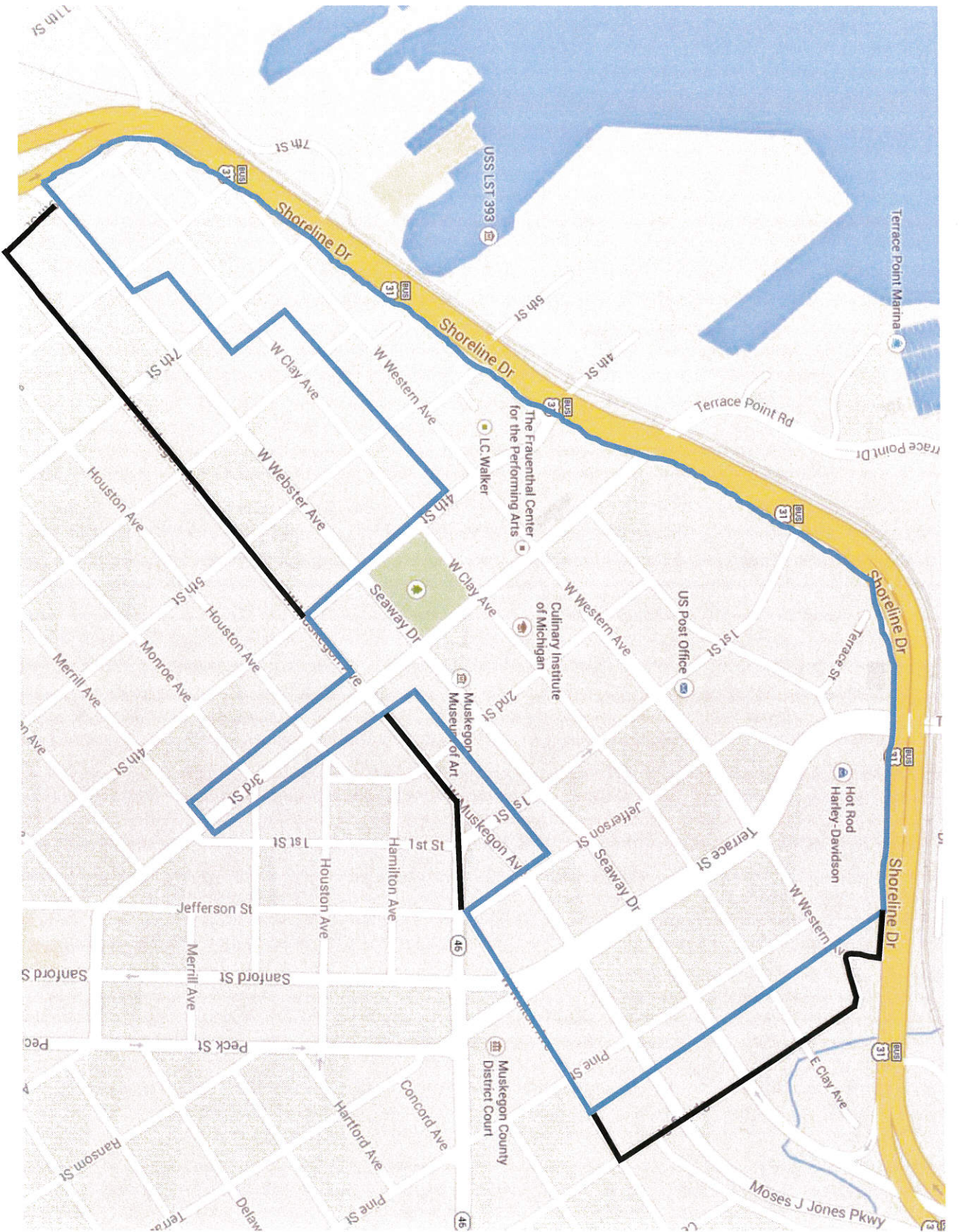
- b) BID expenditures reviewed out of the \$24,000 2017 marketing-events-promotion line item to include \$5,000 to support a sponsored content community journalism project of Issues Media Group on Imagine Muskegon Lake, a \$48,000 effort supported by other groups and organizations and a \$5,000 expenditure on cooperative advertising with Watch Muskegon to promote downtown Muskegon in the Kent and Ottawa county markets. Finally, a \$5,200 expenditure for downtown signs with \$3,000 of that coming from Community Foundation for Muskegon County grants and the remainder from the BID streetscape line item for 2017. Items were for information only and will be sent on

to the Downtown Muskegon Now board for discussion and authorization. No vote needed.

- 6) Adjournment
- 5:35 PM
- No Objection

Minutes produced and submitted by Dave Alexander, executive director of Downtown Muskegon Now.

DRAFT



Blue = 2016-2017 BID District

Black = 2018-2020 proposed BID District expansion

User: beth.lewis
 DB: Muskegon

PERIOD ENDING 06/30/2017

HL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	BEG. BALANCE 07/01/2016	ACTIVITY FOR MONTH 06/30/2017	YEAR-TO-DATE THRU 06/30/17	END BALANCE 06/30/2017
Fund 297 - DOWNTOWN MUSKEGON BID						
Assets						
197-00000-1101	CASH IN BANK		19,150.76	14,459.35	87,089.51	106,240.27
197-00000-1251	ACCOUNTS RECEIVABLE		0.00	0.00	0.00	0.00
197-00000-1271	SPECIAL ASSESSMENT RECEIVABLE		0.00	0.00	0.00	0.00
TOTAL ASSETS			19,150.76	14,459.35	87,089.51	106,240.27
Liabilities						
197-00000-2100	ACCOUNTS PAYABLE		3,700.00	0.00	(3,700.00)	0.00
TOTAL LIABILITIES			3,700.00	0.00	(3,700.00)	0.00
Fund Equity						
197-00000-3400	FUND BALANCE UNRESERVED		15,450.76	0.00	0.00	15,450.76
TOTAL FUND EQUITY			15,450.76	0.00	0.00	15,450.76
Revenues						
197-00000-4161	SPECIAL ASSESSMENTS	150,000.00		27,459.35	189,749.32	189,749.32
197-00000-4805	CONTRIBUTIONS	0.00		0.00	350.00	350.00
197-00000-4901	OP. TRANS FROM GENERAL FUND	0.00		0.00	0.00	0.00
197-00000-4970	INTEREST INCOME	0.00		0.00	116.27	116.27
TOTAL REVENUES		150,000.00		27,459.35	190,215.59	190,215.59
Expenditures						
197-00000-5300	BUDGETED CONTRACTUAL SERVICES	150,000.00		0.00	0.00	0.00
197-70803-5201	OFFICE SUPPLIES	0.00		0.00	0.00	0.00
197-70803-5207	POSTAGE	0.00		0.00	0.00	0.00
197-70803-5346	CONTRACTUAL SERVICES	0.00		13,000.00	88,572.47	88,572.47
197-70803-5352	PUBLIC RELATIONS	0.00		0.00	10,853.61	10,853.61
TOTAL EXPENDITURES		150,000.00		13,000.00	99,426.08	99,426.08

ate	JNL	Type	Description	Reference #	Debits	Credits	Balance
und 297 DOWNTOWN MUSKEGON BID							
7/01/2016			297-70803-5346 CONTRACTUAL SERVICES		BEG. BALANCE		0.00
7/25/2016	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37028	1,510.00		1,510.00
			LAWN MAINTENANCE MONTHLY INSTALLMENT				
8/09/2016	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37186	110.00		1,620.00
			WEED CONTROL - TREAT BEDS				
8/10/2016	AP	INV	O'LE HENRY GARDENS	JULY 16	680.00		2,300.00
			PLANT MAINTENANCE AND WATERING DOWNT				
9/06/2016	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37322	1,510.00		3,810.00
			SEPTEMBER MONTHLY LAWN SERVICE - DOW				
9/06/2016	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37291	822.50		4,632.50
			WEEDING				
9/06/2016	AP	INV	O'LE HENRY GARDENS	2343	680.00		5,312.50
			WATERING AND PLANT MAINTENANCE - BID				
9/19/2016	AP	INV	GRAPHIC HOUSE IMAGING	130900	2,098.84		7,411.34
			DOWNTOWN SIGNAGE - DOWNTOWN IMPROVEM				
9/19/2016	AP	INV	MUSKEGON COUNTY EQUALIZATION	2016/01	550.00		7,961.34
			BID SPECIAL ASSESSMENT REPORT FOR 20				
9/26/2016	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37428	1,510.00		9,471.34
			LAWN MAINTENANCE FOR OCTOBER 2016 -				
0/10/2016	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37444	3,050.00		12,521.34
			EXTRA WEEDING AND WEED CONTROL AUGUS				
1/09/2016	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37548	1,510.00		14,031.34
			LAWN MAINT FOR 2016 SEASON - NOVEMBE				
1/09/2016	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37104	165.00		14,196.34
			WEED CONTRAL 6-2-16				
1/28/2016	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37478	330.00		14,526.34
			WEED CONTROL 6 BEDS				
1/29/2016	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37535	2,200.00		16,726.34
			NOVEMBER SNOW PLOWING				
1/29/2016	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37641	2,200.00		18,926.34
			SNOW PLOWING FOR DECEMBER				
2/21/2016	AP	INV	O'LE HENRY GARDENS	2345	340.00		19,266.34
			WATERING OF PLANERS WESTERN AVE & TH				
2/21/2016	AP	INV	DOWNTOWN MUSKEGON NOW	317	6,037.63		25,303.97
			EXPENSES FOR DOWNTOWN EVENTS AUTUMN				
2/21/2016	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37742	2,200.00		27,503.97
			JANUARY 2017 SNOWPLOWING				
1/09/2017	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37811	45.00		27,548.97
			BLUE ICE MELT				
1/24/2017	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37864	2,200.00		29,748.97
			FEBRUARY PAYMENT PLOWING SERVICE				
2/02/2017	GJ	JE	TO REIMBURSE THE GF FOR SNOW PLOWING	3301	16,000.00		45,748.97
2/07/2017	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37844	719.50		46,468.47
			SALT AND BLUE ICE MELT				
2/28/2017	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37933	1,626.50		48,094.97
			SALT AND ICE MELT				
2/28/2017	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37747	194.00		48,288.97
			SALT AND ICE MELT				
2/28/2017	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	37953	2,200.00		50,488.97
			SEASONAL MONTHLY ISTALLMENT FEBRUARY				
3/31/2017	GJ	JE	TO PAY THE CITY FOR SNOW REMOVE SERV	3424	16,000.00		66,488.97
4/11/2017	AP	INV	H & H LAWN SERVICE & SNOWPLOWING	38078	1,229.50		67,718.47
			ICE MELT AND TREATED SALT				
5/23/2017	AP	INV	BARRY'S FLOWER SHOP	SUMMER2017	7,854.00		75,572.47
			DOWNTOWN MUSKEGON PLANTERS				
6/30/2017	GJ	JE	LANDSCAPING - CITY REIMBURSEMENT	3573	13,000.00		88,572.47
5/30/2017			297-70803-5346	END BALANCE	88,572.47	0.00	88,572.47
7/01/2016			297-70803-5352 PUBLIC RELATIONS		BEG. BALANCE		0.00
9/06/2016	GJ	JE	TO MOVE REVENUE TO FARMERS MARKET FU	3076	100.00		100.00
0/19/2016	AP	INV	DOWNTOWN MUSKEGON NOW	314	4,373.60		4,473.60
			REIMBURSE DOWNTOWN MUSKEGON NOW FOR				
2/07/2017	AP	INV	CHRISTMAS CREATIONS BY BAILEY	161220-01	2,500.00		6,973.60
			CHRISTMAS DECORATIONS DOWNTOWN/FARME				
5/10/2017	AP	INV	DOWNTOWN MUSKEGON NOW	327	1,380.01		8,353.61
			ADVERTISING, WEBSITE DESIGN, EVENT I				
5/10/2017	AP	INV	DOWNTOWN MUSKEGON NOW	326	2,500.00		10,853.61
			FIRST FRIDAYS SPNSORSHIP				
5/30/2017			297-70803-5352	END BALANCE	10,853.61	0.00	10,853.61

Downtown Muskegon Business Improvement District

2018 - 2020 Assessment

Regarding: Assessment for 2018, 2019 and 2020

Date: July 5, 2017

To: Muskegon City Clerk/City Commission

From: Downtown Muskegon Business Improvement District Board

Overview:

After separate public hearings, the Muskegon City Commission approved the Downtown Muskegon Business Improvement District on Nov. 24, 2015 and the district assessment rolls on Jan. 12, 2016. The approval was for one year. Again in 2016, the Muskegon City Commission had a status quo renewal of the BID for 2017 after public hearings Sept. 27, 2016 and Oct. 25, 2016. The BID Board used 2017 to study and review the BID District and the assessment structure, coming to a recommendation for 2018 and beyond.

Following a review of requested and needed services within the Downtown Muskegon Business Improvement District, the BID Board recommends to the Muskegon City Commission to extend the Downtown Muskegon Business Improvement District for an additional **3 YEARS** with an assessment be established for the 2018, 2019 and 2020 calendar years.

The BID board recommends the Business Improvement District boundaries be slightly increased to better reflect downtown activities and benefits of the district. The BID board also recommends changes to the assessment rates, property classifications and maximum assessments to more fairly spread responsibility for downtown services. Like in 2017, the assessments would be placed on the winter property tax bills for 2018 - 2020.

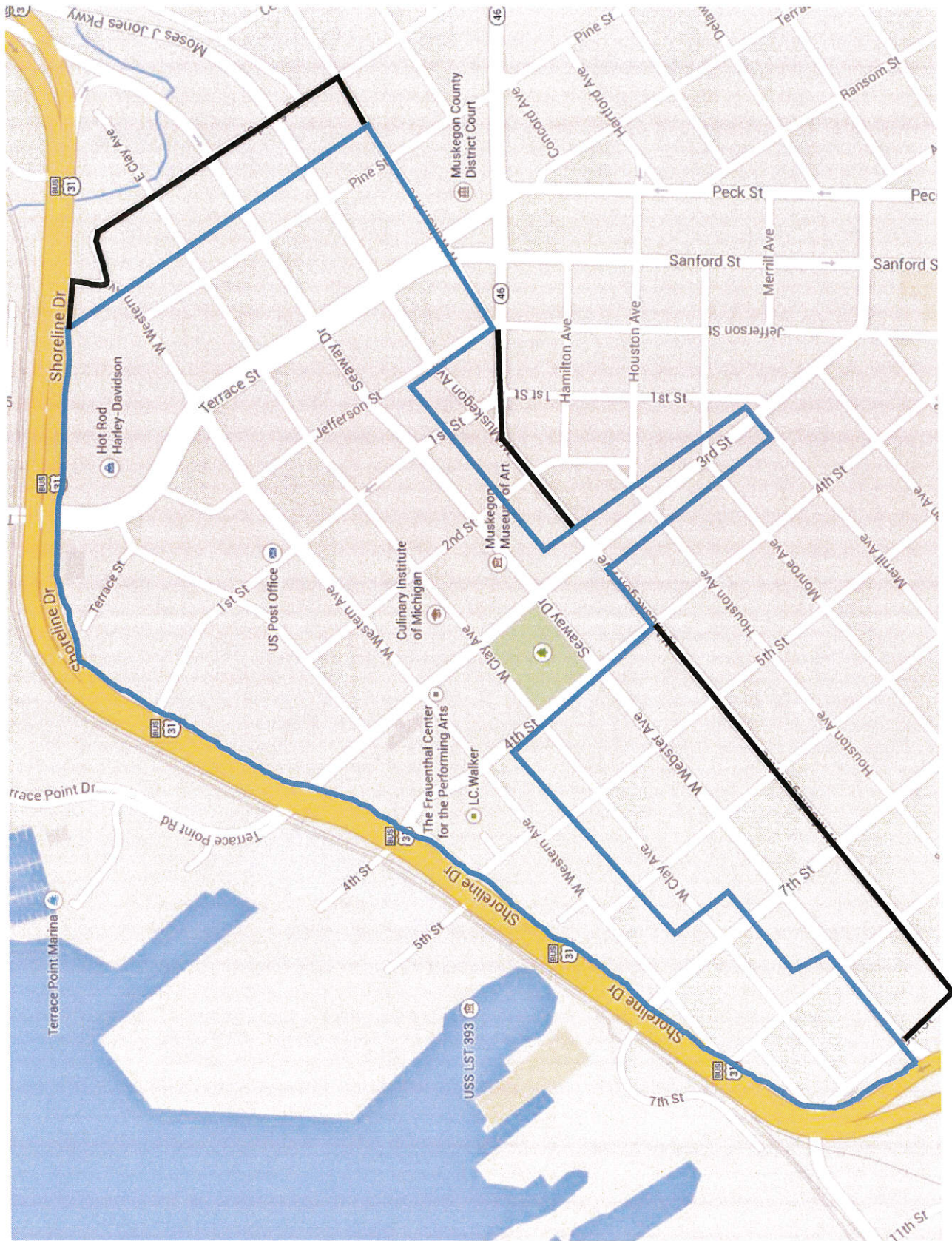
2018 - 2020 Assessments:

- "Class A" Properties, as defined in the BID Bylaws, shall be assessed an annual assessment of \$0.08/sf with no assessment to exceed \$4,000. Contiguous properties with the same use and same owner shall be assessed as one property. Property lot size on record with the County Assessor shall be used in determining the square footage of properties.
 - o In the instance of a condo property the master deed shall be used in determining the percent of the assessment that an individual property owner would be assessed.
- "Class B" properties as defined in the BID Bylaws be assessed an annual assessment of \$0.04/sf with no assessment to exceed \$2,000. Contiguous properties with the same use and same owner shall be assessed as one property. Property lot size on record with the County Assessor shall be used in determining the square footage of properties.
 - o Note that the BID Board on April 25, 2017 voted to amend the BID Bylaws to define a "Class B" property as: "Properties located within the Downtown Muskegon Business Improvement District which are currently use for, or zoned for industrial or manufacturing." The word "automotive" was removed from the definition, moving that category of property to "Class A."
- Based on this assessment structure, approximately \$168,151 can expected to be collected for services to support businesses and property owners within the BID in 2018.
(A budget recommendation & explanation is attached)
- The assessment shall be placed on the 2018, 2019 and 2020 winter property tax bills.

- The 2018 -2020 BID district, assessment rolls and collection methods were discussed at BID Board meetings Jan. 24, March 28 and April 25, 2017. A resolution supporting the above recommendation was voted on at a May 23, 2017 BID Board meeting. The vote result was as follows:

2017 BID Extension Vote:

Member	Yes	No	Abstention	Motion/Support	Absent
Chair Doug Pollock	X				
VC Gary Post	X			Motion	
Bruce Lindstrom					X
John Riegler	X			Support	
Phyllis Watson-Laudermill					X
Frank Peterson					X
Clyde Whitehouse			X		
Mike Hennessy					X
Bob Tarrant	X				



Blue = 2016-2017 BID District

Black = 2018-2020 proposed BID District expansion

Downtown Muskegon Business Improvement District

Budget Recommendation & Explanation

Date: July 5, 2017

To: Muskegon City Clerk/City Commission

From: Downtown Muskegon Business Improvement District Board

Budget Recommendation:

This is a proposed second-year budget for the Downtown Muskegon Business Improvement District. Based on a two tier assessment where "Class A" Properties pay \$0.08/sf annual and "Class B" Properties pay \$0.04/sf annual the Downtown Muskegon BID can expect to generate \$168,151 during 2018.

Proposed 2018-2020 BID budgets

2017 BID Estimated Fund Balance	\$25,000
2017 Estimated Revenues	\$168,151
2018 Expenditures	
Snow removal	(\$75,000)
Landscaping	(\$30,000)
Marketing, promotion, events	(\$24,000)
Streetscape	(\$13,000)
Administration	(\$25,000)
Contingency	(\$1,151)
Total	(\$168,151)
Estimated Fund Balance Dec. 31, 2018	\$25,000

Budget Note:

The BID Board in 2016 appointed Downtown Muskegon Now as staff and managers of the BID. A Letter of Understanding between the BID and the DMN board was signed, having the budget and general spending categories established by the BID Board and work plans carried out by DMN. The administrative fee of \$25,000 per year was established for 2017.

All unused funds go to cash reserves in fund balance.

Budget Explanation:

Snow removal: The BID's largest line item is dedicated to snowplowing and salt application along sidewalks within the BID where the majority of the Class A properties are located along portions of W. Western Ave., Clay Ave., Morris Ave., Terrace St., Jefferson, 1st, 2nd, 3rd, 6th & 7th Streets. Funds will also be used to clear parking areas which are generally used by the public – specifically the two lots between 2nd and 3rd Streets accessed off of Morris Ave. With plenty of fund balance for snow removal, the BID Board will attempt to expand the snow removal services as the budget allows for 2018 and beyond.

Landscaping: The Downtown Muskegon BID in 2017 contracted with city of Muskegon Public Works Department to provide a high level of landscaping service after seeking bids from private contractors. The BID will likely seek a three-year contract to provide these services 2018-2020. Summer Landscaping includes the weeding and fertilization of common areas throughout the BID (grass cutting is done by the city). This line item also includes the planting and maintenance of flower planters throughout the BID (this item could be completed by a different vendor than the one doing the landscaping and clean up). Fall clean-up will consist of removal of leaves from the BID district and preparation of the planting beds for the winter. The BID board significantly increased the landscaping portion of the budget vs. 2016 with the intention of furthering BID landscaping services to Terrace Avenue, Clay Avenue and Pine Street as funds allow.

Marketing, promotion, events: The BID was used to launch the highly successful First Fridays events in the downtown, 6-8 p.m. family-friendly gatherings that have included a family dance party, two hugely popular street performance events and a "touch the truck" event. Beyond events, the BID is supporting an updated Downtown Muskegon website, a revised downtown email list, a new downtown e-newsletter and an annual tri-fold downtown map/brochure, direct and indirect advertising among other marketing and promotional activities.

Streetscape: This is a broad spending category that allows the BID Board to improve downtown Muskegon through new holiday decorations, public art projects, banners, directional/informational signs, benches, trash receptacles, sidewalk repairs, new planters, public space maintenance such as Olthoff Stage and Alcoa Square and like expenditures.

Administration: Downtown Muskegon Now provided the staff support to design and establish the Downtown Muskegon Improvement District in 2015 and 2016. As promised to the Muskegon City Commission for 2016, there was no BID funds expended for "salaries and benefits" – administrative costs. The BID requires staff time and effort. Going forward DMN needs to be compensated for its time and effort. Thus, administrative line-item in the 2017 budget continues for 2018 and beyond.

The 2018 – 2020 BID budget and work plan was approved by a vote of the BID Board on May 23, 2017:

2018 -2020 BID Budget Vote:

Member	Yes	No	Abstention	Motion/Support	Absent
Chair Doug Pollock	X				
VC Gary Post	X			Motion	
Bruce Lindstrom					X
John Riegler	X			Support	
Phyllis Watson-Laudermill					X
Frank Peterson					X
Clyde Whitehouse	X				
Mike Hennessy					X
Bob Tarrant	X			Support	

To: BID Board and DMN Board

From: Dave Alexander, DMN executive director

Re: Business Improvement District extension

Date: Updated July 24, 2017

I had a meeting with Muskegon planner Mike Franzak who has the staff assignment of working with the BID on renewal issues for going beyond 2018. As was the case in 2016 for the 2017 renewal, city staff from planning and finance will help us and the city commission again through the process.

Here is an outline of the process that we will all need to go through to have the BID extended for a recommended three years. The BID board will take its final vote(s) on the BID extension for 2018-2020 at its May 23 meeting and I will seek endorsement by the DMN board at its June 8 meeting.

The BID needs to be approved by the city commission by Oct. 31, 2017. We are about two months ahead of our schedule from 2016 and thus will move our two public hearings up a month on the commission calendar.

The timetable looks like this:

May 23: Final BID votes on the recommendation for city assessor and ultimately the Muskegon City Commission.

June 8: Endorsement vote by the Downtown Muskegon Now board.

July 1: DMN executive director verifies the assessment roll for the city assessor and provides the annual budget and proposed assessment rate/maximum cap.

Aug. 11: Final documents go to the Muskegon County Equalization Department for benefit analysis.

Aug. 30: City assessor completes a "benefit analysis summary" for use in the notices and public hearings.

Sept. 1: Two notices of the Aug. 23 public hearing on the creation of the district are published in The Muskegon Chronicle.

Sept. 11: Dave Alexander makes overview presentation on BID renewal to the city commission work session.

Sept. 11: Notices of the proposed district and likely assessments for each property are mailed to property owners by the city.

Sept. 26: A public hearing on the creation of the district and vote by the Muskegon City Commission.

Oct. 1: Two notices of the Sept. 26 public hearing on the approval of the assessment role are published in The Muskegon Chronicle.

Oct. 15: Notices of the proposed assessments for each property are mailed to property owners by the city.

Oct. 24: A public hearing on the final assessment rolls and vote by the Muskegon City Commission.

Oct. 31: If approved, assessments placed on winter tax bills.

Jan. 1: The new BID year begins, if approved by the Muskegon City Commission.

2017 BID budget

Proposed as part of the 2017 BID renewal

2016 BID Fund Balance	\$64,687	
2017 Estimated Revenues	\$115,223	
2017 Expenditures		
Snow removal	(\$72,000)	
Landscaping	(\$16,000)	
Marketing, promotion, events	(\$24,000)	
Streetscape	(\$13,000)	
Administration	(\$25,000)	
Total	(\$150,000)	
Estimated Fund Balance Dec. 31, 2017	\$29,910	

Muskegon Business Improvement District 2017 Budget

	Jan. 1-June 30	July 1-Dec. 31
Balance forward		
BID assessments	\$50,257	\$79,981
	\$111,924	0
Total revenues	\$162,181	\$79,981
Expenditures		
Snow removal		
Landscaping	(\$43,200)	(\$28,800)
Marketing, promotion and events	(\$8,000)	(\$8,000)
Streetscape	(\$12,000)	(\$12,000)
Administration	(\$6,500)	(\$6,500)
	(\$12,500)	(\$12,500)
Total expenditures	(\$82,200)	(\$67,800)
Estimated ending fund balance	\$79,981	\$12,181

Expenditures	2017 budget	2017 estimated expenditure	Surplus/(deficit)
Snow removal	\$72,000	\$56,413	\$15,587
Landscaping	\$16,000	\$22,854	(\$6,854)
Events-marketing-promotion	24,000	\$19,380	\$4,620
Streetscape	\$13,000	\$9,500	\$3,500
Administration	\$25,000	\$25,000	\$0
Totals	\$150,000	\$133,147	\$16,853

Downtown Muskegon Summer 2017 Construction Projects

KEY:

Projects underway:

1. Terrace Point Landing
2. Terrace Plaza
3. High Point Flats
4. Heritage Square Commons
5. Muskegon Community College
6. Berkshire Senior Housing
7. Downtown Muskegon PetSafe Bark Park

Projects expected soon:

8. 351 W. Western (Volleyball lot)

Later in the construction season:

9. WaterMark Center
10. Townhouse Condos at Jefferson and Western

